



**FRANKLIN COUNTY**  
**PUBLIC FACILITIES MANAGEMENT**  
373 South High Street, Lobby Level  
Columbus, Ohio 43215

## **J O B   A N N O U N C E M E N T**

**POSITION TITLE:** Facilities Project Manager  
(Non-Bargaining Unit)

**PCN:** 033613

**REPORT TO:** Asst Director of Construction & Planning

**P.R.:** N17

**RESPONSIBILITIES:** Manages construction projects in the field. Writes, reviews and edits specifications, drawings, requests for proposals and requests for qualifications. Promotes green initiatives. Determines project budget. Researches information on products, methods, contractors, etc., to provide improved delivery of completed projects.

Conducts competitive bidding. Solicits and selects design professionals, construction managers, and commissioning authorities. Meets with architects and engineers to discuss project specifications and progress. Serves as liaison with client agencies and other interested parties. Meets with other department staff and supervisors to coordinate and facilitate efforts on projects.

Inspects construction for compliance with specifications. Creates, prepares and processes contracts, resolutions, and fiscal paperwork. Receives, reviews, analyzes, comments and files reports. Investigates by telephone or in person to obtain information about when reports from contractors lack sufficient information.

Reads, writes, edits and disseminates correspondence. Interprets law and legal documents. Researches and provides information to investigators and attorneys to resolve disputes. Creates and maintains project files. Provides technical assistance to supervisors and co-workers in decision-making and processing work. Maintains contract document database. Responds to voicemail and electronic mail messages.

**MINIMUM QUALIFICATIONS:** Bachelors Degree in Business Facility Management or related field with three years of construction project management or related experience; or any equivalent combination of training and experience. **PREFERRED QUALIFICATIONS:** 5 yrs. experience in project management that includes the development of project schedules and closeout documents, management of project budgets and project estimating. Computer experience that include the use of gant charts, project planning software, presentation software, and spreadsheet applications desirable; 24 mos. trg. or 24 mos. exp. in interior space design or facilities planning & design; -Or 12 mos. exp. as Space Planner. Construction knowledge of public policy management or public administration; public finance; public budgeting; demand reduction incentives; project management life cycle methodologies is desirable.

**STARTING SALARY:** \$26.14/hr plus a comprehensive Benefits package  
180 Day Probationary Period

**DATE POSTED:** Monday, July 8, 2013

**DEADLINE TO APPLY:** Friday, July 19, 2013

If interested, please go to [www.franklincountyohio.gov/commissioners/hr](http://www.franklincountyohio.gov/commissioners/hr) and apply on-line.

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